
2013 Program Catalog

KENTUCKY DEPARTMENT OF CORRECTIONS
TRAINING CATALOG



"Our Mission - Your Future"

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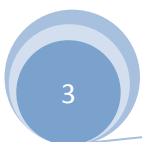


MISSION STATEMENT:

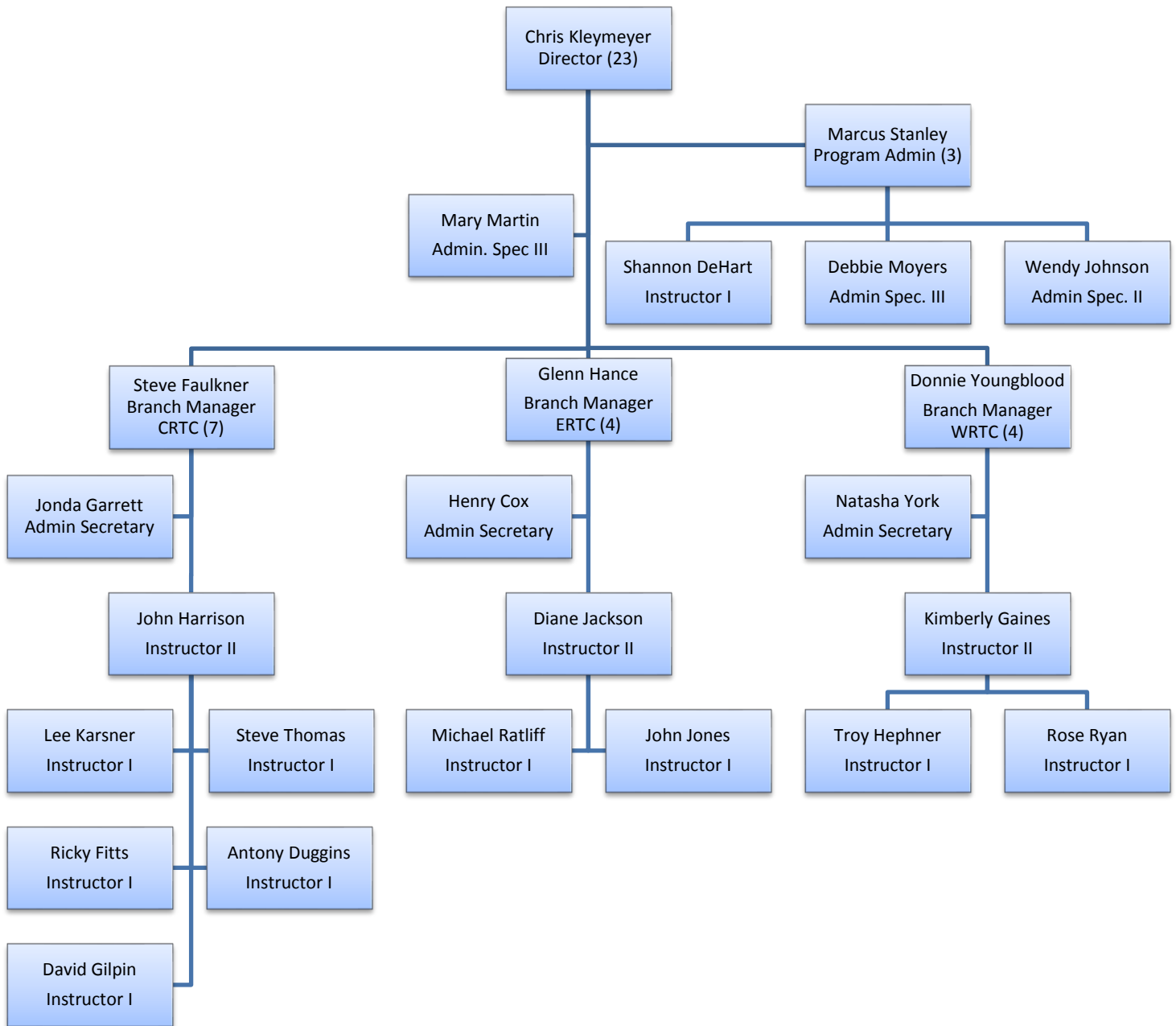
THE MISSION OF THE DIVISION OF CORRECTIONS TRAINING IS TO DESIGN, DEVELOP AND DELIVER TRAINING PROGRAMS THAT MEET THE NEEDS AND MANDATES OF THE EMPLOYEES OF THE KENTUCKY DEPARTMENT OF CORRECTIONS. “OUR MISSION...YOUR FUTURE”

The Division of Corrections Training is committed to...

- **Quality programs:**
 - Providing consistent and current information to participants in a safe and effective learning environment.
- **Professionalism:**
 - Setting a positive example, promoting teamwork and sharing information through effective communication.
- **Responsiveness:**
 - Providing diverse programs which meet the needs of participants.
- **Respect:**
 - Treating participants with fairness, equality, integrity and value.
- **Standards of Practice:**
 - Practicing professionally established requirements of excellence.



TRAINING ORGANIZATIONAL CHART



GENERAL INFORMATION

CRTC 502-225-9755

ERTC 606-738-4628

WRTC 270-388-0241

- **Changes/Additions/Revisions:** Schedule is updated on the DCT webpage www.corrections.ky.gov/deptdiv/training.
- **Registration and Cancellations:** You should register by contacting your training center or through established methods at your work site. If you are registered for a class, you are expected to attend. The training center should be notified as soon as possible of any cancellations. If a program is cancelled, registered students will be notified.
- **Inclement Weather/Holidays:** Classes will not be cancelled due to inclement weather, unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.
- **Code of Conduct for Students:** This Division has a written Code of Conduct which defines the accepted standards for all students. Any breach of this code may result in disciplinary action including dismissal from the training program. The Code of Conduct will be made available to each student at the start of each program.
- **Dress Code:** Students are expected to wear their normal work attire in accordance with CPP 3.10 (Non-uniformed staff) and CPP 3.17 (Uniformed staff) when attending training programs unless advised otherwise by staff.
- **Restricted Items:** Loaded weapons, live ammunition, chemical agents or restraint devices of any kind are not permitted at the training centers or designated training site without permission of the Director of Corrections Training.
- **Cell Phones and Radios:** Cell phones are not permitted, on institutional grounds or inside training centers, and are to be kept inside a vehicle. Radios are to be turned off or set to non-audible signal in class, consistent with departmental policies. The telephone number of the training site will be provided.
- **Emergency Procedures:** Corrections Training has detailed Emergency Plans designed for the protection of everyone. In the event of an emergency, follow the directions of the instructor who will implement the plan when needed.
- **EEO:** Corrections Training is an Equal Employment Opportunity employer and does not discriminate on the basis of gender, race, age or religious affiliation.
- **ADA:** Corrections Training abides by the regulations and requirements of the Americans with Disabilities Act and are willing to provide reasonable accommodations to anyone making needs known to staff.

WHERE DO I RECEIVE TRAINING?

There are three regional training centers in Kentucky:



CENTRAL REGION TRAINING CENTER (CRTC)

Steve Faulkner, Branch Manager
Jonda Garrett, Administrative Secretary
P.O. Box 69 (Mailing)
4000 Morgan Road (Physical)
LaGrange, KY 40031
502-225-9755



EASTERN REGION TRAINING CENTER (ERTC)

Glenn Hance, Branch Manager
Henry Cox, Administrative Secretary
P.O. Box 87 (Mailing)
505 Prison Connector (Physical)
Sandy Hook, KY 41171
606-738-4628



WESTERN REGION TRAINING CENTER (WRTC)

Donnie Youngblood, Branch Manager
Natasha York, Administrative Secretary
P.O. Box 570 (Mailing)
Eddyville, KY 42038
270-388-0241
374 New Bethel Road (Physical)
Fredonia, KY 42411

REGIONAL TRAINING CENTERS FOR ADULT INSTITUTIONAL STAFF

CRTC: Blackburn Correctional Complex
Kentucky State Reformatory
Kentucky Correctional Institute for Women
Luther Lockett Correctional Complex
Northpoint Training Center
Roederer Correctional Complex

ERTC: Bell County Forestry Camp
Eastern Kentucky Correctional Complex
Little Sandy Correctional Complex

WRTC: Green River Correctional Complex
Kentucky State Penitentiary
Western Kentucky Correctional Complex

If you have questions regarding programs or training, please contact your regional training center for information.

REGIONAL TRAINING CENTERS FOR PROBATION & PAROLE DISTRICTS

CRTC:

Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19, and 20

ERTC:

Districts 8, 10, 11 and 15

WRTC:

Districts 1, 2, 3 and 13

If you have questions regarding programs or training, please contact your regional training center for information.

REGIONAL TRAINING CENTERS FOR COUNTY JAIL STAFF

- CRTC:** Adair, Anderson, Bath, Boone, Bourbon, Bracken, Bullitt, Campbell, Carroll, Casey, Clark, Clinton, Cumberland, Estill, Fayette, Fleming, Franklin, Gallatin, Garrard, Grant, Green, Hardin, Harrison, Henry, Jackson, Jefferson, Jessamine, Kenton, Larue, Lincoln, Madison, Marion, Mason, McCreary, Mercer, Metcalfe, Montgomery, Nelson, Nicholas, Oldham, Owen, Pendleton, Powell, Pulaski, Robertson, Rockcastle, Russell, Scott, Shelby, Spencer, Taylor, Trimble, Washington, Wayne, Whitley and Woodford
- ERTC:** Bell, Big Sandy, Boyd, Breathitt, Carter, Clay, Elliott, Floyd, Greenup, Harlan, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Rowan, Three Forks and Wolfe
- WRTC:** Allen, Ballard, Barren, Breckinridge, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Edmonson, Fulton, Graves, Grayson, Hancock, Hart, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Meade, Monroe, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, Warren and Webster

If you have questions regarding programs or training, please contact your regional training center for information.

PROGRAM REVIEW

The Program Review is designed to review program materials with all Institutional Training Coordinators, Deputy Jailer Trainers, and Firearms Instructors. All trainers responsible for teaching the programs listed below will need to be present at the training center in order to receive program training materials.

Deputy Jailer
CRTC December 6
ERTC January 9
WRTC

Institutional Firearms Requalification
CRTC
ERTC January 8
WRTC

P & P Officer In-Service
CRTC February 26-27 Supervisors/Asst. Supervisors ONLY

Common Core/ Officer In-Service
CRTC October 2013
ERTC October 2013
WRTC October 2013

CORRECTIONAL OFFICER BASIC COURSE (PHASE II)

This is a **three week** program for newly hired staff: **Week 1 – Introduction to Corrections, Week 2 – Managing Problems in a Correctional Setting; Intro to Security, and Week 3 – Firearms Qualifications.** Training will be conducted regionally following the completion of Phase I (Computer Based Training (CBT) and New Employee Orientation). Employee must successfully complete Phase I (at the hiring facility) prior to enrollment. Start times vary; contact your region for time*.

CRTC 502-225-9755	ERTC 606-738-4628	WRTC 270-388-0241
January 14-18 January 21-25 January 28-February 1	January 14-18 January 21-25 January 28 -February 1	January 7-11 January 14-18 January 21-25
February 4-8 February 11- 15 February 18- 22	February 11-15 February 18-22 February 25-March 1	February 11-15 February 18-22 February 25-March 1
March 4-8 March 11-15 March 18-22	March 18-22 March 25-29 April 1-5	March 18-22 March 25-29 April 1-5
April 1-5 April 8-12 April 15-19	April 29-May 3 May 6-10 May 13-17	April 22-April 26 April 29-May 3 May 6-10
April 29-May 3 May 6-10 May 13-17	June 3-7 June 10-14 June 17-21	May 27-31 June 3-7 June 10-14
May 27-31 June 3-7 June 10-14	July 8-12 July 15-19 July 22-26	July 8-12 July 15-19 July 22-26
June 24-28 July 1-5 July 8-12	August 12-16 August 19-23 August 26-30	August 12-16 August 19-23 August 26-30
July 22-26 July 29-August 2 August 5-9	September 23-27 September 30-October 4 October 7-11	September 16-20 September 22-27 September 30-October 4
August 19-23 August 26-30 September 2-6	October 28-November 1 November 4-8 November 11-15	October 28-November 1 November 4-8 November 11-15
September 23-27 September 30-October 4 October 7-11	December 2-6 December 9-13 December 16-20	December 2-6 December 9-13 December 16-20
October 14-18 October 21-25 October 28-November 1		
November 4-8 November 11-15 November 18-22	*Class times may vary	*Classes are held on holidays
December 2-6 December 9-13 December 16-20	Kentucky Department of Corrections Training 2013 Catalog	

PROBATION AND PAROLE BASIC COURSE (PHASE II)

This is a **three week** course for newly hired staff. Training is **ONLY CONDUCTED AT CRTC** following the completion of Phase I (Computer Based Training (CBT) and New Employee Orientation). Employee must successfully complete Phase I (at the hiring facility) prior to enrolling in Phase II. The LS/CMI (Level of Service/Case Management Inventory) is a program related to the implementation of a validated risk/needs assessment tool. The program targets the Correctional Program Staff, Case Workers, Unit Directors and Probation and Parole Officers.

Week 1 – Skills Enhancement

Week 2 – LSCMI (Level of Service Case Management Inventory)

Week 3 – Firearms Qualification

January 28-February 1 February 4-8 February 11-15
April 8-12 April 15-19 April 22-26
July 29-August 2 August 5-9 August 12-16
September 30-October 4 October 7-11 October 14-18
November 18 -22 December 2 - 6 December 9 - 13 (Please Note Break in Course During Thanksgiving Holiday Week: NO TRAINING SCHEDULED November 25 – 29)

PROBATION AND PAROLE OFFICER IN-SERVICE

This is a 16 hour course for Probation and Parole Supervisors, Assistant Supervisors and Officers. This course focuses on professional development and meets required topics. The first session, at **CRTC**, will be for **supervisory staff only**. Starting times vary; contact your region for times.

CRTC 502-225-9755	ERTC 606-738-4628	WRTC 270-388-0241
February 26-27 Supervisors/Asst. Supervisors ONLY	April 9-10 April 11-12	June 17-18
	August 6-7 August 8-9	Owensboro July 1-2
March 12-13 March 14-15		September 11-12
May 21-22 May 23-24		November 18-19 November 20-21
June 4-5 June 6-7		
July 16-17 July 18-19		
September 24-25 September 26-27		
October 21-22 October 23-24		

DEPUTY JAILER/STAFF TRAINING

The 2013 Deputy Jailer Training Program provides the trainee with 16 hours of face to face classroom material covering areas of instruction pertinent to their job duties. As in the past years the 16 hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the crimcast website for your staff to utilize. An additional block of 8 hours of computer based training (CBT) is offered. In accordance with Kentucky Jail Standards, a newly hired employee is required to receive 4 hours of mental health training their initial year of employment, with 1 hour of mental health training every year thereafter. These two mental health programs of instruction are available by (CBT). The face to face and CBT medical health curriculum consists of material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

CRTC 502-225-9755	ERTC 606-738-4628	WRTC 270-388-0241
CRTC February 5-6 and February 7-8 October 29-30 October 31-November 1	ERTC February 5-6 and February 7-8 May 28-29 and May 30-31 June 25-26 and June 27-28 October 15-16 and October 17-18 November 18-19 November 20-21	WRTC April 8-9 June 24-25 and June 26-27 October 14-15 and October 16-17 December 2-3 and December 4-5
Adair Co. February 25-26 and February 27-28 August 27-28 and August 29-30 Adair County Court House 424 Public Square Columbia, KY 42728	Laurel Co. March 4-5 and March 6-7 April 16-17 and April 18-19 September 3-4 and September 5-6 Optimist Club Sports Center 383 Sinking Creek Road London, KY 40741	Allen Co. February 5-6 Contact WRTC Staff for location
Campbell Co. March 26-27 and March 28-29 May 28-29 and May 30-31 November 12-13 & November 14-15	Perry Co. April 30-May 1 May 2-3 Area 12 State Fire Rescue Training Ctr. 45 Gorman Hollow Road Hazard, KY 41701	Fulton Co. July 29-30 July 31-August 1 Fulton Co. Detention Center 2010 South Seventh Street Hickman, KY 42050
Campbell Co. Fire Training Center 199 Martha Layne Collins Blvd. Cold Springs, KY 41076	Bell Co. July 9-10 and July 11-12 Bell-Whitley Com. Action Agency 129 North Pine Street Pineville, KY 40977	Logan Co. May 20-21 and May 22-23 Logan Co. Jail 304 West 3rd Street Russellville, KY 42276

DEPUTY JAILER/STAFF TRAINING (CONT.)

CRTC 502-225-9755	ERTC 606-738-4628	WRTC 270-388-0241
		Marshall Co. April 15-16 and April 17-18 National Guard Armory 453 Old Symsonia Road Benton, KY 42025
		Simpson Co. September 3-4 and September 5-6 Simpson Co. Detention Center 217 E. Kentucky Street Franklin, KY 42134
DEPUTY JAILER IN-SERVICE CLASSES PER REGION CRTC = 14 ERTC = 20 WRTC = 18 TOTAL = 52		Warren Co. February 4-5 September 9-10 Warren Co. Regional Jail 920 Kentucky Street Bowling Green, KY 42101

SUPERVISORY TRAINING OPPORTUNITIES

BASIC SUPERVISOR COURSE

The Basic Supervisor Course is a 40 hour course focusing on skill development and management enhancement for the first time supervisor. This program is offered at each regional training center during the year. Class times vary; call your region for start times.

CRTC	ERTC	WRTC
January 7-11 September 23 - 27	March 11-15 November 18-22	February 4-8 August 19-23

EMERGENCY RESPONSE AND FIREARMS TRAINING

Class times vary; contact your training center for times.

EMERGENCY RESPONSE TRAINING Basic C.E.R.T. – September 9 – 13 at CRTC Jail C.E.R.T – August 12 - 16

Firearms Training:

- **Instructor Certification for Rifle**
 - CRTC -September 30 - October 4
 - ERTC - September 16 - 20
 - WRTC - August 5 - 9
- **Instructor Certification for Revolver and Shotgun**
 - CRTC - August 19 - 23
 - ERTC - September 9 - 13
 - WRTC - May 13 - 17
- **Instructor Course for Semi-Auto Pistol**
 - CRTC - April 1 - 5
 - ERTC - May 20 - 24
 - WRTC - October 7– 11
- **Firearms Instructor Requalification – One Day (8) Hour Course**
 - CRTC – May 2, May 3, June 20, June 21
 - ERTC - July 15 - 19
 - WRTC – March 11 - 14, July 3, July 5

CORRECTIONS DEFENSE TACTICS

CERTIFICATION AND RE-CERTIFICATION

Corrections Defense Tactics (CDT) is a 16 hour certification course. Instructor Certification Training is designed to deliver instruction of controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. Instructors must re-certify annually by completing the full 16 hour course.

CRTC	ERTC	WRTC
January 22-23 and May 21-22 July 23-24 and December 3-4	January 10-11 July 31-August 1	February 19-20

LESS/NON LETHAL TRAINING COURSES

LESS-LETHAL INSTRUCTOR CERTIFICATION

Less-Lethal Instructor Certification includes chemical munitions, OC aerosol projectors, distraction devices and specialty impact munitions. The Less-Lethal Instructor Certification Course is valid for 3 years from testing date which allows the student to provide in-service user training within their department. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, providing them with the skills necessary to conduct in-service training.

CRTC

July 15-19

DEPARTMENTAL TASER INSTRUCTOR COURSE

This is a 16 hour course which will allow students to become departmental TASER instructors. Once certified, they will be allowed to train Departmental Staff as End Users on the TASER electronic control devices. This is a 2 day class.

CRTC

March 5-6

TASER END USER CERTIFICATION AND RECERTIFICATION

Basic End User Certification is an eight hour course which will allow an individual to be a certified TASER User for a one year period. Annual certification is required. Recertification is a four hour course which will allow those previously certified to maintain their End User Certification for an additional year.

TASER End User Certification (8 hour Course)		
CRTC	ERTC	WRTC
March 26 March 27 November 6 November 7	July 1 & 2	December 9 & 10

TASER End User Recertification (4 hours - 2 classes per day)		
CRTC	ERTC	WRTC
March 28 AM Class March 28 PM Class November 8 AM Class November 8 PM Class	July 3	December 11 & 12

PEPPERBALL INSTRUCTOR / ARMORER COURSE

The PepperBall Instructor and Armorer Course will provide 16 hours of training. The PepperBall Instructor Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall Instructors for their individual institution, allowing the attendee to conduct a course in the safe and effective use of the PepperBall System. The PepperBall Armorer Certification Course will also develop the student's skills in the maintenance and repair of PepperBall launchers, allowing the student to safely and effectively keep the launching systems operational in the field.

CRTC

January 24-25
Inst./Armorer 16 hr. – 2 day

FOR PEPPERBALL USER

The PepperBall User Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall User for the KY DOC. Certification is good for one year. This is a 1 day 6 hour course.

CRTC	ERTC	WRTC
February 28 March 1	July 29 July 30	April 10 April 11

ADDITIONAL TRAINING OPPORTUNITIES

FATS MILO SIMULATED SCENARIOS

The MILO Simulator is a training system that offers advanced interactive use of force scenarios for adult institutions, city and state police officers, jailers and probation and parole officers. There are also many user defined courses of fire, marksmanship drills and exercises to increase response time and accuracy.

ERTC

May 6 - 10
December 2 - 6

NOVA ELECTRONIC RIOT & CAPTURE SHIELDS/REMOTELY ACTIVATED CUSTODY CONTROL BELT (RACC)

This course will provide the student with training and certification in the use of NOVA Riot & Capture Shields, and the NOVA Remotely Activated Custody Control (RACC) Belt. This is an (8) hour course; (4) hour block of instruction on NOVA Stun Shield and (4) hour block of instruction on NOVA RACC Belt. You have the option of attending one or both blocks of instruction. Upon completion of the course you will receive a Life-Time Departmental Certification. Contact CRTC concerning course and scheduling information. 502-225-9755.

CRTC

March 7
March 8

ADDITIONAL TRAINING OPPORTUNITIES

MANAGEMENT TRAINING

GSC customized course to meet the needs of corrections staff.

WRTC
October 21-22

EVALUATION TRAINING

All evaluators must complete training on the employee performance evaluation system prior to completing performance planning, interim meetings and annual evaluations on eligible employees. The training is designed to ensure that evaluations are completed consistently.

CRTC	ERTC	WRTC
January 9 September 25	January 7 April 15 December 18	May 24 October 23

TRAIN THE TRAINER PROGRAMS

The Train the Trainer (TTT) programs are offered in addition to mandatory training. These programs are designed for staff presently involved in special activities or assignments in Corrections as well as those preparing to assume such duties and functions. Successful completion of these programs is credited toward annual in-service training hour requirements but does not substitute for required topics. If a class is full, you may ask to be placed on the waiting list, you will be notified if an additional class is scheduled. **Preregistration for the programs is mandatory. Contact the training region to preregister.** Class times vary for each training center.

FIRST AID INSTRUCTOR – TRAIN THE TRAINER

(Standard First Aid, Cardio-Pulmonary Resuscitation and Automated External Defibrillators)

Program Hours: Contact your regional training center

Prerequisite: Must hold current certification CPR/SFA/AED

Class Limit: 20 students

This instructor program prepares one to teach, conduct/evaluate courses according to the American Red Cross guidelines. This program includes First-Aid, Adult, Infant and Child skills and is slightly physically exerting. Certification is issued upon completion of the program.

CRTC	ERTC	WRTC
May 6-10	April 22-26	February 11-15

CORRECTIONS DEPARTMENTAL INSTRUCTOR – TTT

This program is designed for staff in a position to provide training to other staff.

CRTC	ERTC	WRTC
February 18-22 June 24-28	March 11-15 October 21- 25	January 28-February 1 June 17-21

CRIMCAST

This is a two hour training course. This course is conducted on an as-needed-basis. Crimcast Administrators will be instructed on creating offline courses, entering training hours for students, activating/deactivating and transferring students from one facility to another, processing reports and statistics on students and facilities. You may contact a Crimcast team member for more information and to schedule training.

CRTC	ERTC	WRTC
Marcus Stanley	Debbie Moyers	Wendy Johnson
502-225-9755 ext. 235	606-738-6133 ext. 1783	270-388-0241 ext. 234
<u>marcus.stanley@ky.gov</u>	<u>debbie.moyers@ky.gov</u>	<u>wendy.johnson@ky.gov</u>
Shannon DeHart		
<u>shannonc.dehart@ky.gov</u>		

You also may contact the Crimcast team at CrimcastTeam@ky.gov

GOVERNMENTAL SERVICES CENTER (GSC)

The Governmental Services Center (GSC) provides quality online and classroom training for all Kentucky state government employees. GSC also provides services in consultation, performance management and organizational development.

To register for a GSC class, you must obtain your supervisor's approval prior to contacting your liaison. Once you have received approval, you may contact the below listed staff at the JusticeGSC.training@ky.gov mailbox with the name of the course and the date you are requesting to attend. Once registered, you will be notified by GSC, via email, confirming your registration, directions and any additional information you may need. This box will be monitored by the training staff listed below:

Mary Martin (Central Office)
(502) 564-4795 ext. 252
JusticeGSC.training@ky.gov

Shannon DeHart (CRTC)
(502) 225-9755 ext. 236
JusticeGSC.training@ky.gov

Debbie Moyers (ERTC)
(606) 738-6133 ext. 1783
JusticeGSC.training@ky.gov

- From the GSC homepage you will be able to access the GSC Course Catalog and GSC Course Schedule <http://personnel.ky.gov/gsc>.
- You can also participate in the online course offerings by accessing the GSC e-Learning (KY TRAIN) <http://personnel.ky.gov/gsc/elearning>.

Governmental Services Center is located:
400 E. Main Street (Kentucky State University)
Academic Services Building, 4th Floor
Frankfort, KY 40601
502-564-8170